



CITY OF ALEXANDRIA
 DEPARTMENT OF CODE ADMINISTRATION
 301 KING STREET, SUITE 4200
 ALEXANDRIA, VIRGINIA 22314
 703.746.4200 FAX (703) 838.3880

CERTIFICATE OF OCCUPANCY

IMPORTANT - Applicant to complete ALL applicable items. Shaded boxes are FOR OFFICIAL USE ONLY.

Permit Number	1. Building Name	Master Building Permit
2. Street Address Number	Floor/Suite	3. Date Applied
4. Bldg. Owner	5. Contact Info - Primary Phone: Alternate Phone: E Mail Address:	
6. Owner's Mailing Address (if different from project address)		
7. Tenant's Name	8. Contact Info - Primary Phone: Alternate Phone: E Mail Address:	
9. Business License Number: _____ New Business in City? <input type="checkbox"/> YES <input type="checkbox"/> NO	10. SUP # : _____ Expiration Date: _____ * PLEASE ATTACH COPY OF APPROVED SUP *	
11. Modification Granted? <input type="checkbox"/> No <input type="checkbox"/> Yes-applicable code section	12. Site Plan # _____ Date Approved _____	
13. Building Use:: Currently Approved _____ Proposed _____	14. Mixed Use Building: <input type="checkbox"/> No <input type="checkbox"/> Yes - Other Use Groups _____	
15. Intended Use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial	16. Code Name & Edition:	17. Type of Construction: <input type="checkbox"/> 1A <input type="checkbox"/> 1B <input type="checkbox"/> 2A <input type="checkbox"/> 2B <input type="checkbox"/> 3A <input type="checkbox"/> 3B <input type="checkbox"/> 4 <input type="checkbox"/> 5A <input type="checkbox"/> 5B
18. Space Previously Occupied? <input type="checkbox"/> No <input type="checkbox"/> Yes - as _____	19. <input type="checkbox"/> New Building <input type="checkbox"/> Existing Building	
20. Size of Tenancy _____ square feet	21. Floor Loading _____ psf	
22. Number of Floors to Be Occupied:	23. Total Number of Stories:	
24. Is the Building Sprinklered? <input type="checkbox"/> No <input type="checkbox"/> Yes - specify <input type="checkbox"/> Full <input type="checkbox"/> Partial _____	25. Fire Alarm System? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Proposed	
26. ADA Status of Building: <input type="checkbox"/> Exempt <input type="checkbox"/> Fully Accessible <input type="checkbox"/> Partially Accessible <input type="checkbox"/> Proposed Compliance (specify items): _____		

<p align="center">AFFIDAVIT</p> <p>I hereby certify that I have the authority to make the foregoing application and that the application, to the best of my knowledge, is complete and correct and that the permitted construction will conform to the regulations in the Uniform Statewide Building Code and all applicable ordinances.</p> <p>_____ Signature of Owner or Authorized Agent</p> <p>_____ Printed Name of Person Applying for C.O.</p> <p>_____ Address Phone/Pager</p> <p>E-Mail Address: _____</p>	<p align="center">APPROVALS</p> <p>Approving Engineer / Approval Date /</p> <p>Max. Occupancy Load</p> <p>Max. Floor Live Load</p> <p>Approved Use Group</p> <p>Assembly Permit Required? <input type="checkbox"/> No <input type="checkbox"/> Yes - Occup Load</p>	<p align="center">FEES</p> <p align="center">TOTAL FEES PAID</p> <p align="center">\$</p> <p align="center">Date Issued</p> <p>- Residential Fees -</p> <table style="width:100%;"> <tr> <td>1 & 2 Family Dwellings,</td> <td align="right">\$141.75</td> </tr> <tr> <td>Condos/per dwelling unit</td> <td></td> </tr> <tr> <td>Rental Apts/per dwelling unit</td> <td></td> </tr> <tr> <td>Additions</td> <td></td> </tr> </table> <p>- Commercial Fees -</p> <table style="width:100%;"> <tr> <td>1,000 sf and less</td> <td align="right">\$157.50</td> </tr> <tr> <td>1,001- 2,500 sf</td> <td align="right">\$183.75</td> </tr> <tr> <td>2,501sf and greater</td> <td align="right">\$210.00</td> </tr> <tr> <td>Shell & Core</td> <td align="right">\$525.00</td> </tr> </table>	1 & 2 Family Dwellings,	\$141.75	Condos/per dwelling unit		Rental Apts/per dwelling unit		Additions		1,000 sf and less	\$157.50	1,001- 2,500 sf	\$183.75	2,501sf and greater	\$210.00	Shell & Core	\$525.00
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THE CERTIFICATE OF OCCUPANCY MUST BE POSTED IN BUILDINGS OF USE GROUPS B, F, H, M AND S.

NOTICE:

The building/tenant space may not be occupied before the Certificate of Occupancy is issued.